

## PG25 Meeting 2- MINUTES

September 25, 2024

1. PG25 Date and Venue –Coordinator: **Rita B.** Update: PG25 to be held on 6/6/25 at Kahlari – contract received, needs to be voted on and discussed at this meeting.
2. Treasurer report: **NEED TREASURER IMMEDIAETLY**
3. Parent Booster - paid by Rita check#1039 via snail mail 10/7/2024. Invoice # 83410, Parent Booster USA 13506 Summerport Village Parkway #1506, Windemere, FL 34786
4. Gaming license needs to be completed by 12/31/24
5. Insurance paperwork needs to updated
6. Discount Cards- **Anna M.** - sales continue. **Rita** will sell at home football game on Friday 9/27/24. - can anyone else help to sell them at the other big events at school? Brainstorm some dates...
7. Garage Sales update – **Carol R.** 10/5/24- We raised \$825.00 on Cheddar up. Any expenses to report, please do so shortly. Thank you to Carol and all 34 families who signed up to host garage sales!
8. Clothing drive update –**Luz C.** 10/6/24, Such a huge success. Lots and lots of bags were donated and picked that night. Thanks so much to all who helped that day and donated! The vendor reached out to say:

Hi Luz,

Congratulations on a very successful fundraiser! You collected 3,973 pounds for which you will receive a check in the amount of \$595.95. Great job!

9. Bus coordination update – to be held until we have contract at Kahlari signed and paid.
10. Bingo night update –**NEED CHAIRPERSON IMMEDIATELY**
11. Restaurant nights update- **Sara A.** spoke with Frank at OMG today and he is letting PG do dine and donate for the entire month of November. Posts should also tell people that they do not need to print a paper copy of the flyer, they can just show the PDF on their phone. Also, because Frank is extending this to take out orders people should mention Project Graduation 2025 when they place their orders.
12. Cruise raffle update – **Sylvia H.**
13. Website and Facebook up to date **Marie**
14. Booster book- **TBD**
15. Balloons **TBD**
16. Prom flowers **TBD**
17. Lawn signs **TBD**
18. Vases **TBD-Allyson G. said she would chair.**
19. T-shirt contest **TBD**
20. Facility use document coordinator – *need volunteer immediately*
21. **Now Hiring! Project Graduation 2025 Parents for**

**Immediate OPEN VOLUNTEER Positions!!!!**

Secretary:

1. Send out monthly eblasts
2. Check Gmail Account for PG25, weekly. Forward or respond to necessary chairperson.
3. Take notes at meetings and send out to Website for coordinator for immediate posting.

Treasurer:

1. Manage the financials and co- sign all checks with President.
2. Manage the Cheddar up account
3. Prepare financial documents for audits, or IRS
4. Member reimbursement for expenses,
5. Pay all vendors

Chairperson -Online Fundraiser Auction:

1. Organize an online fundraiser where we auction off several nice prizes.
2. Set up auction site and advertise
3. Coordinate prizes and winners

Chairperson- BINGO NIGHT

1. Organize and execute Bingo Night or nights throughout the school year

**NEXT VIRTUAL MEETING:**

**Project Graduation #3 Meeting**

**Wednesday, October 23 · 7:00 – 8:00pm**

**Time zone: America/New\_York**

**Google Meet joining info**

**Video call link: <https://meet.google.com/ucy-hxyz-rpd>**